### UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

CCC Cotton Authorized Loan Servicing Agent Program 22-CN (Revision 2)

Amendment 15

Approved by: Deputy Administrator, Farm Programs

John U. ngen

# Amendment Transmittal

#### **A** Reasons for Amendment

Subparagraph 30 B has been amended to clarify policy on completing CCC-770 LSA.

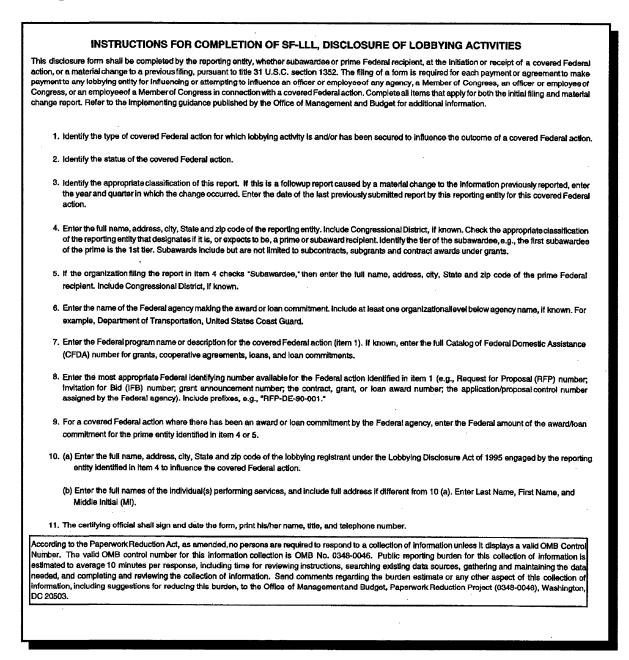
Subparagraph 54 D has been amended to update instructions on collecting charges from a producer.

Page Control Chart			
ТС	Text	Exhibit	
	2-51, 2-52		
	4-11, 4-12		

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#### 29 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

#### **F** Example of SF-LLL (Continued)



#### 30 CCC-770 LSA

### A Background

The Improper Payments Information Act of 2002 required each agency to:

- identify programs and activities susceptible to significant improper payments
- estimate the annual amount of improper payments and report that estimate to Congress
- report the actions taken to reduce improper payments, including possible causes, and a description of the steps in place to ensure accountability for reducing improper payments.

### **B** LSA Action

LSA employees shall:

- obtain CCC-770 LSA (see Exhibit 11) from the USDA Service Center eForms web site at http://forms.sc.egov.usda.gov/eforms/formsearchservlet
- locally reproduce CCC-770 LSA
- •\*--complete CCC-770 LSA for the first 5:
  - MAL's
  - LDP's processed to the extent that all items are dated when they are completed or--\* marked "Not applicable"
- maintain a copy of CCC-770 LSA in each MAL or LDP folder
- certify by signing CCC-770 LSA as a preparer that each item is complete.

**Note:** All employees who are directly involved with each MAL or LDP shall certify and date CCC-770 LSA. For example, an employee involved with MAL disbursement shall sign and date CCC-770 LSA when MAL is disbursed. If another employee is involved with MAL repayment, the other employee shall also sign and date CCC-770 LSA when MAL is repaid.

## 31-35 (Reserved)

### 54 Collecting Charges Due on Forfeited Loans (Continued)

### **D** Collecting Charges Due From Producer (Continued)

- if statement of charges is **correct**:
  - send producer a notification letter for charges due according to subparagraph E
  - file a copy of the statement of charges in the producer's loan folder.
- \*--If invoice is **paid within 30 calendar days** of the notification letter, LSA's shall do either of the following:
  - send in an automated CCC-719 "S" transaction trailer record with another bale detail record to NITC

Note: See 21-CN, paragraph 216.

• acquire a manual authorization code by contacting Jan DeLancey at 816-926-2638 or Diana Johnson at 816-926-1945

**Notes:** If there are multiple invoices to be reported, use a single manual authorization code to cover the total amount.

If sending in an automated CCC-719 trailer record or acquiring a manual authorization code, e-mail the following information to Diana Johnson at--\* **diana.johnson@kcc.usda.gov**:

- charges to be repaid as indicated on the COPS Producer Collection Invoice
- number of bales forfeited
- Producer Collection Invoice number
- authorization code
- date of wire transfer.

FAX a completed CCC-719 to FSC, FCMO, CLIG at 816-926-5940 with the following information for each invoice:

- charges to be repaid as indicated on the COPS Producer Collection Invoice
- number of bales forfeited
- Producer Collection Invoice number
- authorization code
- date of wire transfer.

If invoice remains **unpaid 30 calendar days after** the date of the notification letter, transfer the required information to the administrative State and/or County Office as follows:

- LSA notification letter
- documentation of any collection activity
- producer collection invoice.

## 54 Collecting Charges Due on Forfeited Loans (Continued)

# **D** Collecting Charges Due From Producer (Continued)

Transfer a Producer Collection Invoice payment in COPS according to the following.

Step	Action	Results
1	On the COPS Home Page, under the	The Invoice Review Screen will be
	"Invoicing tab", CLICK "Invoice	displayed.
	Review".	
2	On the Invoice Review Screen, click	The Invoice List Screen will be
	the Invoice Type drop-down menu,	displayed.
	CLICK "Producer Collection Invoice",	
	and click the list button.	
3	Click on the line item for the desired	The Producer Collection Invoice Detail
	invoice to be transferred.	Screen will be displayed.
4	On the Producer Collection Invoice	A confirmation box will be displayed
	Detail Screen, enter the administrative	asking if user is sure he/she wants to
	State or county code field where the	transfer the invoice.
	documents are being transferred and	
	CLICK "Transfer Invoice".	
5	If LSA is certain that a transfer is to	The Producer Collection Invoice Detail
	take place, CLICK "OK".	Screen will be displayed reflecting a
		changed invoice status from "Waiting
		Payment" to "Transferred Producer".

**Note:** Any funds collected by LSA **after** the debt has been referred shall be forwarded to the administrative County Office to be recorded as a debt collection. Do **not** remit funds according to 21-CN, paragraph 433.